



**NOTICE AND REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION INSPECTION SERVICES FOR THE
CITY OF DOUGLAS**

SEWER REHABILITATION PHASE I

The City of Douglas requests Statements of Qualifications from interested firms to provide construction inspection and/or construction administration services for the City of Douglas.

The contract consists of providing qualified inspectors and/or construction management professionals to supplement Engineering, Construction Management Office, with the on-site inspection of construction projects.

The scope of work primary consists of inspection services for horizontal construction in the areas of street, utilities, trenchless technologies and construction. Typically, the project agreements will be for inspection. Professional disciplines include architectural, structural, mechanical, electrical, civil transportation, civil utilities, and civil water and waste water treatment.

Requests for Qualifications (RFQ) may be obtained from the City of Douglas, Department of Public Works, 425 10th Street, Douglas, Arizona 85607. These documents are available free of charge for the first set only. You may also download this RFQ and related contracts from the City of Douglas website at, www.douglasaz.gov. If you download the RFQ, please register with the Department of Public Works in order to be included in the list of interested parties in order to receive notifications of any addendums. Without registering, there will be no record that you are interested in this recruitment and you will not be sent any addendums to this RFQ.

The Statement of Qualifications must be received by the City of Douglas, Department of Public Works, 425 10th Street, Douglas, Arizona 85607, on or before 4:00 P.M./M.S.T. on September 20, 2006. LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.

If you have questions about obtaining the RFQ, please contact Clarissa Cota, Administrative Secretary at (520) 805-4077 or e-mail at Clarissa.Cota@douglasaz.gov

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INFORMATION AND INSTRUCTIONS TO APPLICANTS

A. SELECTION PROCESS:

1. The City of Douglas (City) hereby solicits Statements of Qualifications ("SOQ") from interested firms for the above described project. The Statement of Qualifications must be received by the City of Douglas, Public Works Department, 425 10th Street, Douglas, Arizona 85607, on or before 4:00 P.M./M.S.T. on September 20, 2006. **Late statements of qualifications will not be accepted.**

2. The minimum qualifications for this construction inspection contract are:

- Must be currently and have been for at least one year prior, a licensed architect and/or engineer in the State of Arizona.
- Able to meet the City's insurance requirements.

Applicants not meeting these minimum requirements will not be evaluated nor considered for this project.

3. A "Certificate of Insurability" in the form included in this packet as Attachment 4, executed by the Applicant, shall be submitted with the Statement of Qualifications. Within ten days of execution of a contract with the City, the successful Applicant shall furnish proof of insurance in the amounts listed in the form of a contract.

4. The City of Douglas, Standard Form Engineering Contract is available for your review on the City of Douglas website at www.douglasaz.gov. If you download the RFQ without registering, there will be no record that you are interested in this recruitment and you will not be sent any addendums to this RFQ. You may also pick up a copy of these Agreement forms at the City Purchasing office at the address listed above. Any changes requested to this standard form contract, exceptions or objections to the terms thereof, must be noted and explained in the Statement of Qualifications. If not, changes will not be allowed and the successful Applicant will be required to accept the contract as provided

5. The Statement of Qualifications should include the following:

- A. Brief description of the firm.
- B. The firm's engineers, architects, inspectors, and/or construction management professionals who will serve on the contract. The proposed team reflected in your Statement of Qualifications is heavily weighted during evaluation; therefore, any team member substitution during panel selection is cause for disqualification.
- C. A listing of the firm's construction management and inspection experience and references, to include telephone numbers, current address, and associated similar construction projects.
- D. Identify and furnish resumes of personnel who will perform on-site inspections and/or construction management services. Include specific experience, certifications, and licenses for each person.

E. Statements concerning the following:

- (1) Your familiarity and intention to comply with City's insurance requirements. Copy of requirements will be furnished upon request by calling Human Resources/Risk Management Office at (520) 805-5507.
- (2) Your assurance that this engagement will not result in conflict of interest.
- (3) Your capacity and intent to proceed without delay if selected for this work.

F. Attachments 1 and 2 must be completed, executed and attached to your Statement of Qualifications.

6. FAILURE TO INCLUDE ALL INFORMATION REQUESTED ABOVE AND/OR FAILURE TO PROVIDE EVIDENCE THAT THE APPLICANT MEETS THE MINIMUM QUALIFICATIONS LISTED IN PARAGRAPH 4 HEREIN ABOVE SHALL CAUSE SUCH INCOMPLETE STATEMENT OF QUALIFICATIONS TO BE REJECTED AND NOT EVALUATED OR CONSIDERED IN THE SELECTION PROCESS. Information obtained from the Statement of Qualifications and from any other relevant source, may be used in the evaluation and selection process.

7. This Statement of Qualifications may not exceed 14 single-sided pages (maximum 8 ½" x 11") with a minimum of 10 pt. type. The cover letter is included in the page count. Submissions exceeding this page limit will be considered non-responsive and will be returned to the Applicant and will not be evaluated. Pages that have photos, charts and graphs will be counted towards the maximum number of pages. All resumes for each key team member, limited to a maximum length of two pages; Attachment 1; Attachment 2; are not counted in the maximum number of pages for the SOQ.

8. An original, plus five copies (total of six), of the Statement of Qualifications must be submitted to the City of Douglas, Department of Public Works at 425 10th Street, Douglas, Arizona 85607 by 4:00 p.m. Arizona time on September 20, 2006. **Please mark the outside of the envelope "Construction Inspection Services for the City of Douglas"**

9. The City will appoint a selection committee which will conduct discussions regarding the contract and the relative methods of approach for furnishing the required professional design services, with the three best qualified Applicants based on the submitted SOQ's using the criteria listed below.

10. After these discussions, the Selection Committee will evaluate each SOQ based strictly on qualifications and using the criteria and weighting listed below and, in order of preference, select a short list of the three best-qualified persons or firms. The City will then enter into negotiations with the highest ranked firm to finalize a contract for the project design. If a contract cannot be successfully negotiated with the highest ranked firm, then negotiations will be terminated with that firm and the City will enter negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared.

11. Questions regarding this Request for Qualifications must be submitted in writing, by mail, fax or email to the Department of Public Works, Attention: Carlos A. De La Torre, P.E., Public Works Director/City Engineer at the address listed above. Oral statements or instructions made by staff, officials or consultants shall not constitute an amendment to this RFQ; any such amendment must be in writing and issued to all registered parties.

B. SELECTION CRITERIA

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|---|--------------------|
| 1. Experience of the key personnel/principals responsible for this project (the proposed team). The proposed team reflected in your Statement of Qualifications is heavily weighted during initial evaluation; therefore, any team member substitution during panel selection is cause for disqualification. | (40 points) |
| 2. Willingness to abide by City form contracts with few or no changes. | (10 points) |
| 3. Work History: Local/State/Federally Funded Projects especially Nad-Bank funded projects. | (20 points) |
| 4. Client References, especially Partnering, References. Your approach to problem resolution. | (10 points) |
| 5. Professional disciplines are all available within firm's local resources. | (20 points) |
| Total available points. | 100 points |

**ATTACHMENT 1 – AUTHORIZATION
FOR RELEASE OF PERFORMANCE INFORMATION AND WAIVER**

I, _____, the undersigned, on behalf of _____ (this company), do hereby consent and authorize all those companies and government entities listed in my Statement of Qualifications and any other government entity for whom this company has performed design services, to disclose and release to the City of Douglas, or their representatives, information, records and opinions concerning this company's performance. The purpose of this disclosure is to provide references to the City of Douglas.

_____ hereby waives any claim it may have against the City of Douglas or any company or entity providing information to the City of Douglas by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization for disclosure of information is effective for one year.

This consent or photostat copy of this authorization shall be as valid and effective as the original.

Dated: _____

By: _____

ATTACHMENT 2 - CERTIFICATE OF INSURABILITY

I hereby certify that as an Applicant to City of Douglas for Construction Inspection Services for the City of Douglas, I am fully aware of Insurance Requirements contained in the Construction Inspection Services Contract and by the submission of this Statement of Qualifications, I hereby assure the City of Douglas that I am able to produce the insurance coverage required should I be selected and awarded the Contract.

Should I be awarded the Contract by the City of Douglas, and then become unable to produce the insurance coverage specified within ten working days, I am fully aware and understand that I may not be considered for further design projects by the City of Douglas.

Signature of Applicant

Date

Title